



**SOLO AND SMALL FIRM SECTION OF THE STATE BAR OF CALIFORNIA  
EXECUTIVE COMMITTEE FACE-TO-FACE \* LAX MARRIOTT, WASHINGTON ROOM**

**Saturday, July 31, 2004 @ 9:00 AM – 12:00 :00PM**

1. Call to Order & Attendance Roll-Call (Marcia)
2. Approval of Minutes from June 6, 2004 & June 2004 Financials (Carolyn & Mitch)
3. SEI - January 2005 – The Palace Hotel, San Francisco (Mitch)
  - a. Executive Committee Meeting – Saturday, January 29<sup>th</sup> @ 9:00AM - 12:00PM
  - b. Programs due September 1, 2005 \* 5 programs only from each section
4. Appointments to Executive Committee (Tentative Schedule) (Mitch)
  - a. February 1, 2004 - Applications to State Bar Appointments Office
  - b. April 18, 2004 - Committee to Submit Recommendations
5. Committee Retreat: Winter 2005: (Group)
  - a. Appointment Recommendations due April 18, 2005
  - b. Site ideas from group (Must secure space soon)
6. CEB: Mary Gerber – Not Present/leave on agenda
7. 2004 State Bar Annual Meeting: (Group)
  - a. 2004 -- October 7-10, Monterey
  - b. Program Matrix: Introductions and announcement of Law Business Day to all  
Solo Program: Who can manage the scheduling of room assignments?
  - c. Section Executive Committee Mtg: Friday, October 8<sup>th</sup> 8:30 AM – 12:00 Noon
  - d. Networking Reception: Friday, October 8<sup>th</sup> 5:00PM – 7:00PM
  - e. Friday evening dinner: Stokes Adobe, October 8<sup>th</sup> 8:00PM – 10:00PM
8. The Business of Law Day: (Group)
  - a. Need new title/Ed Poll has registered this title as a trademark.
  - b. Program Matrix Review/Titles and Speakers
  - c. Sponsorships
  - d. Pricing
9. Big News: New Ad Kit (Eleanor, Ken & Lisa)
10. Committee Reports: Member Benefits; Legislation; Website; Leadership/Excom  
Recruitment; Ambusi Liaison;
11. Other business